



Charles Sturt
University

PebblePad Help Documents

Support for Casual Markers

Division of Learning and Teaching

Charles Sturt University - TEQSA Provider Identification:
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Access to PebblePad

PebblePad Accounts are managed by the Division of Information Technology (DIT). Please ensure you complete the following steps to gain the required access.

Create a PebblePad Account	If any issues Log a <u>DIT REQUEST</u>	Provide the following:
https://eportfolio.csu.edu.au	<ul style="list-style-type: none"> → Log a Ticket → Brightspace (LMS) → PebblePad → Access Request 	<ul style="list-style-type: none"> • Full Name • School Name (can list more than one if needed)

Table 1: How to get access to PebblePad.

Terminology

CSU vs PebblePad Terminology

CSU	PebblePad
Students	Learners / Members / Users
Academic & Support Staff (incl. Casuals)	Managers / Lead Tutors / Workspace Assessors
Non-CSU Assessors (E.g. Workplace Integrated Learning placement supervisors)	Externals / External Assessors

Table 2: CSU vs PebblePad Terminology.

PebblePad Specific Terminology

ATLAS Terminology	Use / Definition
ATLAS	PebblePad's management space , where you will find a collection of workspaces that you have access to.
Workspace	Is the subject specific space created within ATLAS where settings are managed, assignments are created and resources are shared.
Assignments	Are designated submission points within an ATLAS workspace where students submit their assets such as reflections, portfolios, or files.
Submissions	The assets that students share from Pebble+ into an ATLAS workspace for assessment.

Sets

Are **groups** created within an ATLAS workspace. They can be used to allocate specific staff or external assessors to a group of students.

Sets are commonly arranged by placement location.

Table 3: ATLAS specific terminology.

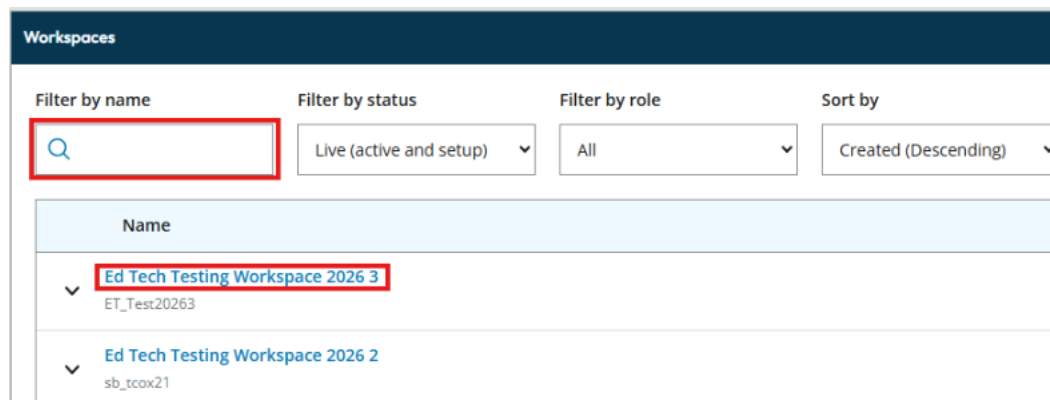
Marking Assignments

Please note: This is a **general marking guide** that shows you navigation and marking options. Please contact the Subject Co-ordinator or your CSU contact for specific information about how they require you to mark specific assignments.

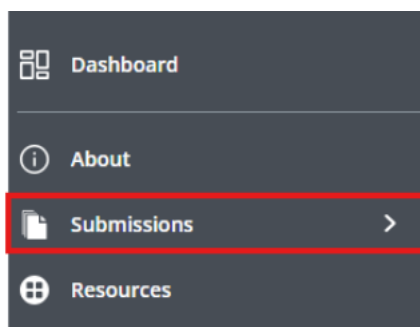
1. Navigate to your ATLAS homepage.



2. Select your workspace from 'Workspace I am managing' OR search.



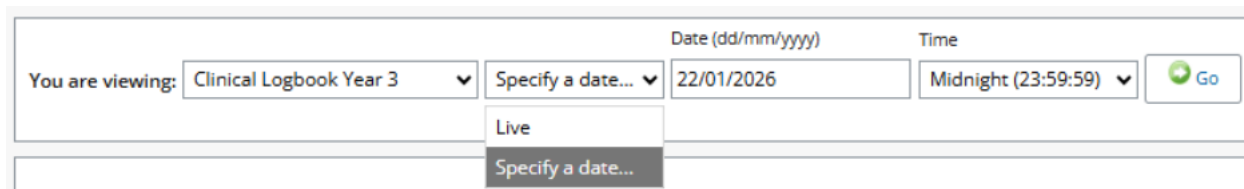
3. Click 'Submissions' from the left-hand menu.



PebblePad has a specific guide on how to do this on their PebblePad Help Hub.

[View submissions | Assessors - Using PebblePad : Help Hub](#)

Please note: Most assignments show the 'live' version of a submission (which can be continually worked on). To ensure equitable marking, specify the viewing date as the due date and time (shown below). This provides a historical snapshot of students' submission.

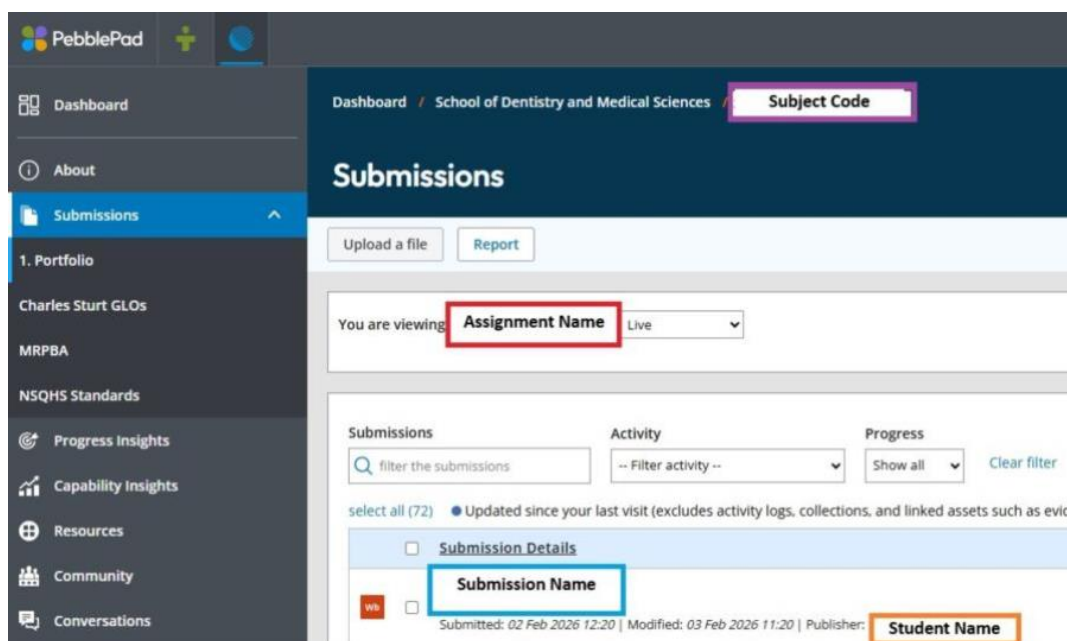


The screenshot shows a filter bar with the following elements:

- You are viewing:** Clinical Logbook Year 3 (dropdown)
- Date (dd/mm/yyyy):** Specify a date... (dropdown)
- Date input:** 22/01/2026
- Time:** Midnight (23:59:59) (dropdown)
- Action:** Go (button)
- Version:** Live (dropdown)
- Version input:** Specify a date... (dropdown)

Please check the following:

- [ATLAS Workspace Title \(Subject Name\)](#).
- Choose the **assignment from the dropdown list** (if multiple available).
- Find the **learner's work**.
- Click the **title to open**.



The screenshot shows the PebblePad interface with the following elements:

- Navigation:** Dashboard, About, Submissions (selected), 1. Portfolio, Charles Sturt GLOs, MRPBA, NSQHS Standards, Progress Insights, Capability Insights, Resources, Community, Conversations.
- Page Header:** Dashboard / School of Dentistry and Medical Sciences, Subject Code (dropdown).
- Section:** Submissions
- Actions:** Upload a file, Report
- Filter:** You are viewing: Assignment Name (dropdown), Live (dropdown)
- Filters:** Submissions (filter the submissions), Activity (-- Filter activity --), Progress (Show all), Clear filter
- Table:** select all (72) Updated since your last visit (excludes activity logs, collections, and linked assets such as evidence)
 - Submission Details
 - Submission Name (highlighted)
 - Submitted: 02 Feb 2026 12:20 | Modified: 03 Feb 2026 11:20 | Publisher: Student Name (highlighted)

View Attached Evidence

PebblePad has a specific guide on how to do this on their PebblePad Help Hub.

[View attached evidence PebblePad guide](#)

Feedback and Marking

DLT recommends the following options for providing informal formative feedback and formal summative feedback and grading.

Informal formative feedback:

- [Give a Comment](#) - Comments can be added to a submission in order to give **informal, formative feedback to learners**. They are able to reply to your post for an ongoing discussion.

Formal summative feedback and grading

- [Give Feedback](#) - Feedback can be added to a submission for **formal, summative assessment of learner's work**, and they can reply to your post for ongoing discussion and direction.
- [Give a Grade](#) - A grade can be added to a submission (**needs to be a number value ONLY to sync with Brightspace**), or by using a feedback template (rubric) to assess work against a set of pre-determined criteria.

Other options for providing feedback include:

- [Give an Approval](#) - An approval is a **colour-coded rating** used to quickly assess learner work, at the block level with capability approvals, or the page level with asset approvals.